



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE**

_____ REFERRED FOR ACTION
 _____ ANSWER FOR MY SIGNATURE
 _____ FOR FILE
 _____ FOR YOUR INFORMATION
 _____ FOR SIGNATURE
 _____ RETURN TO ME
 _____ PLEASE SEE ME
 _____ PLEASE TELEPHONE ME
 _____ FOR APPROVAL
 _____ PLEASE ADVISE ME

BY _____ DATE _____
 BY _____ DATE _____
 BY _____ DATE _____

MEMORANDUM

(225) 237-12* FAX NO. (225) 237-1390

TO: PATTY O. PARSONS
 DOTD FINANCIAL SERVICES ADMINISTRATOR

FROM: *

PROPERTY MANAGEMENT AGENT

DATE: February 26, 2003

SUBJECT: Sale of *

Attached is *, in the amount of \$*, dated *, drawn on * and * in the amount of \$*, dated *, drawn on *, from *, in favor of the Department, as payment for * property.

Please credit the proper funds and initial the attached copy and return to this office as receipt for our files.

/

Attachments

cc: Deborah H. McKneely

AN EQUAL OPPORTUNITY EMPLOYER
A DRUG-FREE WORKPLACE

_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ RECOMMENDED FOR APPROVAL	_____ DATE
_____ APPROVED	_____ DATE